



Classification: Energy Commission Specialist I (EFF)	Position No. 440-4935-
CBID: R10	Office: Local Assistance and Financing
Date Prepared: December 4, 2014	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I (EFF) is under the general supervision of the Energy Commission Supervisor II (TED) in the Local Assistance and Financing Office of the Efficiency Division, Proposition 39 implementation effort. The Energy Commission Specialist I (EFF) will serve as a technical expert responsible for the project oversight and coordination of the Proposition 39 Implementation Program. This is a complex, time-sensitive and multi-faceted program involving: technical assistance, energy project expenditure plan review and revolving loan program for local educational agencies (K-12 school districts, charter schools and county offices of education), and community colleges for energy efficiency building upgrades and for new construction. The program consists of the following subprograms: 1) Energy Project Expenditure Plan grant program; 2) Energy Conservation Assistance Act (ECAA)-Education revolving loan program; and 3) Bright Schools Program (BSP) technical assistance grant program.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 55% Serve as a team lead for one of the Proposition 39 Implementation Programs, including review and approval of applications for energy project funding (Energy Project Expenditure Plans). Provide program guidance to local educational agencies pertaining to energy efficiency and renewable energy project planning, grants and financing. Interact with other Commission divisions and offices (e.g. Administrative Services Division, Office of the Chief Counsel) to establish and maintain appropriate interdivisional coordination to ensure successful program delivery and implementation including adherence to legal and contractual requirements. (E)
- 25% Manage technical assistance projects and loans related to local education agency and community college energy efficiency projects. (E)
- 10% Perform project development activities for various technical assistance and loan projects; conduct scoping visits and project site assessments; identify energy saving opportunities; calculate/analyze energy savings; and review consultant reports/analysis for accuracy and completeness for energy efficiency technical assistance and loan projects. (E)

DUTY STATEMENT

- 5% Respond to requests for assistance and information, participate and present conclusions and recommendations and advise the Commission and others on topics within the incumbent's expertise. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist I (EFF) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> William Pfanner Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (TED) </div>